

May 28, 2013 Minutes

Newtown Donations Coordination Team Meeting

Newtown Municipal Center, Conference Rm. 1

3 Primrose Street, Newtown, CT

NDCT met at 9:30 am. Present were Mary Jane McNamara, Elizabeth Rallo, Lea Embree, Ann Benore, Chris Kelsey, and Tom Kelleher.

Reviewed prior Action Items:

- . Elizabeth reviewed results of Lottery drawing. Letters to families will go out this week. Mary Jane created spreadsheet with all results listed.
- . The Team is still working with AidMatrix to resolve the issue of controlling e-mails once an item is accepted or declined. Kathy Fetchick is working with AidMatrix and we expect resolution before the next meeting.
- . Elizabeth reported that allocations to Town Department Heads will be ready for their review as soon as the e-mail question is determined.
- . There are still approximately 400 open line items in AidMatrix that need to be allocated. Elizabeth will review, create a spreadsheet of just those items and e-mail to each Team member.
- . Keith reported via e-mail that he had taken care of recent donation items, but still had the BOE/SHES items to finish. He had questions about categories: "Memorial," "Security," and "New Building Construction." Elizabeth reported that she was meeting with the Memorial Committee on Wed. and would determine a Recipient for this category. It was suggested that a new category be established for New Building.

Reviewed/Allocated Donations existing in queue:

- . Tom Kelleher asked about AdMin status so he could better assist Amy Dent with the existing SHES donations. A request for clarification will go to Kathy Fetchick.

New Action Items:

- . Elizabeth will send a portion of the 400 open items to each Team member to review and allocate.
- . Mary Jane and Lea will work on Lottery letter to families and submit for approval.
- . It was agreed that all letters offering services to the Town (soliciting work) will not be added to AidMatrix as a donation but will be passed along to the Building Committee for future vetting when it is appropriate.

Next meeting was set for Thursday, May 30th at 9:30 am. at the Municipal Center Meeting Room 1.

If you plan to attend this meeting and require assisted hearing devices, please contact the Office of The First Selectman at 270-4201 at least 48 hours prior to the meeting.